

LEGISLATIVE

General Assembly of Maryland

Department of Legislative Services

GENERAL ASSEMBLY OF MARYLAND

OBJECTIVES

The General Assembly of Maryland is created by Article III of the State Constitution and is composed of two branches: the Senate and the House of Delegates. Its purpose is to: formulate and enact the public policy of the State by the passage of legislation; enact annual appropriation bills for the operating and capital budget; provide revenue for the State by passage of legislation; oversee the operation of the State and the needs for legislation by conducting inquiries and investigations; and meet annually on the second Wednesday of January for 90 days and in special session as required.

SUMMARY OF LEGISLATIVE BRANCH

	2002 Actual	2003 Appropriation	2004 Allowance
Total Number of Authorized Positions.....	730.00	730.00	730.00
Salaries, Wages and Fringe Benefits	41,265,126	44,761,451	45,713,293
Technical and Special Fees	1,324,942	1,189,783	1,181,430
Operating Expenses	14,111,752	13,094,705	13,243,390
Total General Fund Appropriation.....	56,896,834	59,045,939	
Less: General Fund Reversion/Reduction.....	195,014		
Net General Fund Expenditure.....	56,701,820	59,045,939	60,138,113

SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2002 Actual	2003 Appropriation	2004 Allowance
Total Number of Authorized Positions.....	366.00	366.00	366.00
Salaries, Wages and Fringe Benefits	16,539,848	18,189,899	19,346,441
Technical and Special Fees	210,093		
Operating Expenses	7,955,844	7,441,673	7,668,680
Total General Fund Appropriation.....	24,816,899	25,631,572	
Less: General Fund Reversion/Reduction.....	111,114		
Net General Fund Expenditure.....	24,705,785	25,631,572	27,015,121

GENERAL ASSEMBLY OF MARYLAND

B75A01.01 SENATE

Program Description:

The Senate is composed of 47 Senators. The Senate initiates legislation, holds legislative hearings, confirms designated appointments of the Governor and tries impeachment cases. Funds are provided for the compensation of the President of the Senate, Senators and for staff, for reimbursement of expenses relating to the session and meetings in the interim and for each Senator's district office accounts.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	6,186,323	6,884,461	7,085,614
02 Technical and Special Fees	90,900		
04 Travel	407,162	426,400	442,678
08 Contractual Services	1,141,183	1,388,723	1,458,723
09 Supplies and Materials	26,553	15,000	15,000
10 Equipment—Replacement	551,312	75,000	75,000
13 Fixed Charges	1,604	2,000	2,000
Total Operating Expenses	2,127,814	1,907,123	1,993,401
Total Expenditure	8,405,037	8,791,584	9,079,015
Total General Fund Appropriation	8,433,643	8,791,584	
Less: General Fund Reversion/Reduction	28,606		
Net General Fund Expenditure	8,405,037	8,791,584	9,079,015

B75A01.02 HOUSE OF DELEGATES

Program Description:

The House of Delegates is composed of 141 Delegates. The House initiates legislation, holds legislative hearings, conducts inquiries into complaints, grievances and offenses as the Grand Inquest of the State and has sole power of impeachment. Funds are provided for the compensation of the Speaker of the House of Delegates, Delegates and for staff, for reimbursement of expenses relating to the session and meetings in the interim and for each Delegates' district office accounts.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	10,276,082	11,224,523	12,181,605
02 Technical and Special Fees	119,193		
04 Travel	1,317,876	1,802,600	1,851,557
08 Contractual Services	2,262,232	2,616,300	2,696,300
09 Supplies and Materials	15,820	30,000	30,000
10 Equipment—Replacement	1,378,457	200,000	200,000
13 Fixed Charges	92	2,000	2,000
Total Operating Expenses	4,974,477	4,650,900	4,779,857
Total Expenditure	15,369,752	15,875,423	16,961,462
Total General Fund Appropriation	15,439,065	15,875,423	
Less: General Fund Reversion/Reduction	69,313		
Net General Fund Expenditure	15,369,752	15,875,423	16,961,462

GENERAL ASSEMBLY OF MARYLAND

B75A01.03 GENERAL LEGISLATIVE EXPENSES

Program Description:

Certain services for the General Assembly are administered on a joint basis including supplies, equipment and furniture, maintenance and out-of-state travel.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	2.00	2.00	2.00
01 Salaries, Wages and Fringe Benefits	77,443	80,915	79,222
03 Communication.....	98		
04 Travel.....	292,878	325,000	335,872
08 Contractual Services	64,082	336,500	337,400
09 Supplies and Materials	13,082		
10 Equipment—Replacement	338,038	20,000	20,000
13 Fixed Charges	135,691	137,150	137,150
14 Land and Structures.....	9,684	65,000	65,000
Total Operating Expenses.....	853,553	883,650	895,422
Total Expenditure	930,996	964,565	974,644
Total General Fund Appropriation.....	944,191	964,565	
Less: General Fund Reversion/Reduction.....	13,195		
Net General Fund Expenditure.....	930,996	964,565	974,644

DEPARTMENT OF LEGISLATIVE SERVICES

OBJECTIVES

The Department of Legislative Services is the Maryland General Assembly's non-partisan staff. The operations of the department are subject to the policy and directions of the President of the Senate and the Speaker of the House of Delegates, and the Legislative Policy Committee. The department has four offices: Office of the Executive Director, Office of Legislative Audits, Office of Legislative Information Systems, and Office of Policy Analysis. Primary duties of the Department are to provide: (1) budget and fiscal analysis; (2) legislative drafting, statutory revision, and legal research; (3) fiscal-compliance/opinion audits of state agencies; (4) legislative research and library and public information services; (5) legislative information systems maintenance, development, and support; and (6) administrative support services for the operation of the legislature.

SUMMARY OF DEPARTMENT OF LEGISLATIVE SERVICES

	2002 Actual	2003 Appropriation	2004 Allowance
Total Number of Authorized Positions.....	364.00	364.00	364.00
Salaries, Wages and Fringe Benefits	24,725,278	26,571,552	26,366,852
Technical and Special Fees	1,114,849	1,189,783	1,181,430
Operating Expenses	6,155,908	5,653,032	5,574,710
Total General Fund Appropriation	32,079,935	33,414,367	
Less: General Fund Reversion/Reduction.....	83,900		
Net General Fund Expenditure	31,996,035	33,414,367	33,122,992

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.04 OFFICE OF THE EXECUTIVE DIRECTOR

Program Description:

The primary duties of the Office of the Executive Director are to:

1. Oversee the activities of the Department to ensure that its functions are performed correctly, efficiently, and timely, in a non-partisan manner.
2. Manage all financial activities of the Department and the General Assembly, consistent with the State budget and the policies of the President and the Speaker, the Management Subcommittee, and the Legislative Policy Committee.
3. Manage all personnel functions for the Department, and those personnel functions of the General Assembly as assigned by the President and the Speaker.
4. Manage all document preparation, printing, and publication for the Department.
5. Supervise all other support services, where appropriate, to the General Assembly relating to telecommunications, distribution, copying, supplies, housekeeping, and maintenance.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	91.00	91.00	91.00
01 Salaries, Wages and Fringe Benefits	5,317,318	5,788,590	5,737,297
02 Technical and Special Fees	866,769	910,982	911,671
03 Communication	537,055	550,000	601,000
04 Travel	47,113	51,000	51,000
06 Fuel and Utilities	6,518	7,550	7,000
08 Contractual Services	947,474	1,107,025	1,193,050
09 Supplies and Materials	576,241	601,500	606,661
10 Equipment—Replacement	246,751	192,294	201,550
13 Fixed Charges	67,454	54,620	89,904
14 Land and Structures	391,824	250,000	100,000
Total Operating Expenses	2,820,430	2,813,989	2,850,165
Total Expenditure	9,004,517	9,513,561	9,499,133
Total General Fund Appropriation	9,042,958	9,513,561	
Less: General Fund Reversion/Reduction	38,441		
Net General Fund Expenditure	9,004,517	9,513,561	9,499,133

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.05 OFFICE OF LEGISLATIVE AUDITS

Program Description:

The primary duties of the Office of Legislative Audits are to:

1. Conduct fiscal/compliance audits of all agencies of the Executive and Judicial Branches of state government at least once every three years.
2. Conduct financial statement audits, performance audits, and special reviews of selected agencies as requested or as required by laws.
3. Review the audit reports of local government units in the State.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	106.00	106.00	106.00
01 Salaries, Wages and Fringe Benefits	7,532,357	8,101,345	7,851,792
02 Technical and Special Fees	28,428	37,699	46,570
03 Communication	4,988	7,000	7,000
04 Travel	97,375	92,000	92,000
07 Motor Vehicle Operation and Maintenance	42,009	31,956	32,260
08 Contractual Services	166,914	226,800	202,590
09 Supplies and Materials	25,544	55,000	35,730
10 Equipment—Replacement	163,583	48,000	91,356
13 Fixed Charges	7,555	9,000	11,200
14 Land and Structures	191,449		
Total Operating Expenses	699,417	469,756	472,136
Total Expenditure	8,260,202	8,608,800	8,370,498
Total General Fund Appropriation	8,268,098	8,608,800	
Less: General Fund Reversion/Reduction	7,896		
Net General Fund Expenditure	8,260,202	8,608,800	8,370,498

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.06 OFFICE OF LEGISLATIVE INFORMATION SYSTEMS

Program Description:

The primary duties of the Office of Legislative Information Systems are to:

1. Develop, coordinate, support, and maintain the computers services, data processing, and information systems for the Department and the General Assembly.
2. Provide training related to information systems for employees of the Department and the General Assembly.
3. Plan for the future information systems need of the Department and the General Assembly.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	27.00	27.00	27.00
01 Salaries, Wages and Fringe Benefits	1,965,381	2,117,521	2,149,606
02 Technical and Special Fees	4,801		
03 Communication	102,266	83,150	156,000
04 Travel	10,695	24,950	24,950
08 Contractual Services	302,706	451,290	430,035
09 Supplies and Materials	630,381	522,000	380,874
10 Equipment—Replacement	719,588	536,000	599,050
13 Fixed Charges	30	1,000	200
14 Land and Structures	7,554	30,000	30,000
Total Operating Expenses	1,773,220	1,648,390	1,621,109
Total Expenditure	3,743,402	3,765,911	3,770,715
Total General Fund Appropriation	3,769,767	3,765,911	
Less: General Fund Reversion/Reduction	26,365		
Net General Fund Expenditure	3,743,402	3,765,911	3,770,715

DEPARTMENT OF LEGISLATIVE SERVICES

B75A01.07 OFFICE OF POLICY ANALYSIS

Program Description:

The primary duties of the Office of Policy Analysis are to:

1. Analyze and make recommendations on fiscal matters that relate to the State budget and on policy issues.
2. Analyze and prepare legislation for members of the General Assembly.
3. Analyze proposed and emergency regulations of Executive branch agencies.
4. Prepare recommendations for the revision of the statutory law for the General Assembly.
5. Provide professional staffing services for any committee or subcommittee of General Assembly.
6. Provide library and information services to the General Assembly and the public.
7. Index and preserve information relating to the preparation of legislation, regulatory review, and statutory revision.

Appropriation Statement:

	2002 Actual	2003 Appropriation	2004 Allowance
Number of Authorized Positions	140.00	140.00	140.00
01 Salaries, Wages and Fringe Benefits	9,910,222	10,564,096	10,628,157
02 Technical and Special Fees	214,851	241,102	223,189
04 Travel	109,590	141,500	103,000
08 Contractual Services	168,949	197,150	176,000
09 Supplies and Materials	282,560	281,747	257,000
10 Equipment—Replacement	214,447		5,000
13 Fixed Charges	87,295	100,500	90,300
Total Operating Expenses	862,841	720,897	631,300
Total Expenditure	10,987,914	11,526,095	11,482,646
Total General Fund Appropriation	10,999,112	11,526,095	
Less: General Fund Reversion/Reduction	11,198		
Net General Fund Expenditure	10,987,914	11,526,095	11,482,646

PERSONNEL DETAIL

Legislative

Classification Title	FY 2002 Pos Count	FY 2002 Expenditure	FY 2003 Pos Count	FY 2003 Appropriation	FY 2004 Allow Pos	FY 2004 Allowance	Symbol
b75a01 General Assembly of Maryland							
b75a0101 Senate							
president of the senate	.00	0	.00	44,505	.00	49,000	
senators	.00	0	.00	1,518,230	.00	1,656,000	
office of the president	.00	0	.00	430,310	.00	430,310	
desk officers	.00	0	.00	173,511	.00	173,511	
office of the secretary of the	.00	0	.00	55,304	.00	55,304	
office of the majority leader	.00	0	.00	59,992	.00	59,992	
office of the minority leader	.00	0	.00	88,768	.00	88,768	
budget and taxation committee	.00	0	.00	88,451	.00	88,451	
educ, health, and environ affai	.00	0	.00	91,602	.00	91,602	
finance committee	.00	0	.00	91,153	.00	91,153	
judicial proceedings committee	.00	0	.00	75,313	.00	75,313	
regular senate staff	.00	0	.00	1,776,598	.00	1,776,598	
session support personnel	.00	0	.00	546,148	.00	546,148	
TOTAL b75a0101*	125.00	4,673,565	125.00	5,039,885	125.00	5,182,150	
b75a0102 House of Delegates							
speaker	.00	0	.00	44,505	.00	49,000	
delegates	.00	0	.00	4,620,700	.00	5,040,000	
office of the speaker	.00	0	.00	478,939	.00	478,939	
desk officers	.00	0	.00	231,792	.00	231,792	
office of the chief clerk	.00	0	.00	21,014	.00	21,014	
office of the majority leader	.00	0	.00	55,106	.00	59,992	
office of the minority leader	.00	0	.00	86,024	.00	88,768	
appropriations committee	.00	0	.00	90,847	.00	90,847	
commerce and government matters	.00	0	.00	95,898	.00	95,898	
economic matters committee	.00	0	.00	105,717	.00	105,717	
environmental matters committee	.00	0	.00	92,396	.00	92,396	
judiciary committee	.00	0	.00	88,870	.00	88,870	
ways and means committee	.00	0	.00	81,920	.00	81,920	
delegation staff	.00	0	.00	301,390	.00	301,390	
regular house staff	.00	0	.00	1,761,951	.00	1,761,951	
session support personnel	.00	0	.00	389,701	.00	404,001	
TOTAL b75a0102*	239.00	8,006,891	239.00	8,546,770	239.00	8,992,495	
b75a0103 General Legislative Expenses							
protocol committee	.00	0	.00	21,415	.00	21,415	
legislative security	.00	0	.00	21,351	.00	21,351	
TOTAL b75a0103*	2.00	43,185	2.00	42,766	2.00	42,766	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2002 Pos Count	FY 2002 Expenditure	FY 2003 Pos Count	FY 2003 Appropriation	FY 2004 Allow Pos	FY 2004 Allowance	Symbol
b75a0104 Office of the Executive Director							
executive director	.00	0	1.00	126,412	1.00	126,412	
senior manager	.00	0	1.00	105,023	1.00	105,023	
legislative manager	.00	0	1.00	89,235	1.00	89,235	
legislative policy analyst ii	.00	0	1.00	48,700	1.00	48,700	
legislative specialist	.00	0	1.00	53,318	1.00	53,318	
legislative associate	.00	0	1.00	40,000	1.00	40,000	
legislative manager	.00	0	1.00	85,659	1.00	85,659	
senior administrator	.00	0	2.00	132,704	2.00	132,704	
legislative administrator	.00	0	1.00	51,230	1.00	51,230	
legislative specialist	.00	0	4.00	195,946	4.00	195,946	
legislative associate	.00	0	2.00	77,453	2.00	77,453	
legislative assistant	.00	0	2.00	58,500	2.00	58,500	
legislative manager	.00	0	1.00	86,897	1.00	86,897	
senior administrator	.00	0	3.00	226,881	3.00	226,881	
legislative administrator	.00	0	2.00	108,998	2.00	108,998	
legislative specialist	.00	0	5.00	245,983	5.00	245,983	
legislative associate	.00	0	6.00	251,374	6.00	251,374	
legislative assistant	.00	0	6.00	198,367	6.00	198,367	
legislative aide	.00	0	3.00	71,240	3.00	71,240	
senior manager	.00	0	2.00	200,060	2.00	200,060	
is senior analyst/eng i	.00	0	1.00	65,333	1.00	65,333	
legislative administrator	.00	0	3.00	163,241	3.00	163,241	
legislative specialist	.00	0	1.00	51,000	1.00	51,000	
legislative associate	.00	0	4.00	163,750	4.00	163,750	
legislative assistant	.00	0	14.50	457,853	14.50	457,853	
senior administrator	.00	0	1.00	70,573	1.00	70,573	
legislative specialist	.00	0	3.00	148,828	3.00	148,828	
legislative associate	.00	0	4.00	164,069	4.00	164,069	
legislative assistant	.00	0	13.50	474,827	13.50	491,367	
TOTAL b75a0104*	91.00	3,826,094	91.00	4,213,454	91.00	4,229,994	
b75a0105 Office of Legislative Audits							
office director	.00	0	1.00	119,128	1.00	119,128	
deputy office director	.00	0	1.00	109,246	1.00	109,246	
senior manager	.00	0	6.00	585,964	6.00	585,964	
legislative manager	.00	0	12.00	1,035,291	12.00	1,035,291	
senior auditor	.00	0	40.00	2,435,717	40.00	2,435,717	
staff auditor	.00	0	39.00	1,595,252	39.00	1,595,252	
legislative administrator	.00	0	1.00	32,760	1.00	32,760	
is technical analyst/eng i	.00	0	1.00	44,200	1.00	44,200	
legislative associate	.00	0	2.00	82,264	2.00	82,264	
legislative assistant	.00	0	3.00	86,528	3.00	86,528	
TOTAL b75a0105*	106.00	6,030,190	106.00	6,126,350	106.00	6,126,350	

PERSONNEL DETAIL

Legislative

Classification Title	FY 2002 Pos Count	FY 2002 Expenditure	FY 2003 Pos Count	FY 2003 Appropriation	FY 2004 Allow Pos	FY 2004 Allowance	Symbol
b75a0106 Office of Legislative Information Systems							
office director	.00	0	1.00	116,500	1.00	116,500	
deputy office director	.00	0	1.00	111,000	1.00	111,000	
senior manager	.00	0	2.00	219,503	2.00	219,503	
is principal analyst/eng ii	.00	0	1.00	90,007	1.00	90,007	
is senior analyst/engineer ii	.00	0	2.00	152,383	2.00	152,383	
is senior analyst/engineer i	.00	0	5.00	333,218	5.00	333,218	
is analyst/engineer ii	.00	0	2.00	116,201	2.00	116,201	
is analyst/engineer i	.00	0	2.00	100,000	2.00	100,000	
is technical analyst/eng ii	.00	0	1.00	47,900	1.00	47,900	
is technical analyst/eng i	.00	0	8.00	341,314	8.00	341,314	
legislative administrator	.00	0	1.00	42,500	1.00	42,500	
legislative assistant	.00	0	1.00	30,000	1.00	30,000	
TOTAL b75a0106*	27.00	1,597,504	27.00	1,700,526	27.00	1,700,526	
b75a0107 Office of Policy Analysis							
office director	.00	0	1.00	123,256	1.00	123,256	
legislative specialist	.00	0	1.00	50,519	1.00	50,519	
deputy office director	.00	0	2.00	225,913	2.00	225,913	
senior manager	.00	0	6.00	557,480	6.00	557,480	
legislative manager	.00	0	1.00	70,720	1.00	70,720	
principal policy analyst ii	.00	0	11.00	944,902	11.00	944,902	
principal policy analyst i	.00	0	14.00	1,055,355	14.00	1,055,355	
senior policy analyst ii	.00	0	20.00	1,241,165	20.00	1,241,165	
senior policy analyst i	.00	0	20.00	1,054,511	20.00	1,054,511	
legislative policy analyst ii	.00	0	19.00	875,426	19.00	875,426	
legislative policy analyst i	.00	0	4.00	167,120	4.00	167,120	
legislative specialist	.00	0	6.00	308,219	6.00	308,219	
legislative associate	.00	0	8.00	337,033	8.00	337,033	
legislative assistant	.00	0	6.00	230,043	6.00	230,043	
senior manager	.00	0	1.00	104,329	1.00	104,329	
legislative manager	.00	0	2.00	169,061	2.00	169,061	
senior librarian	.00	0	7.00	463,901	7.00	463,901	
legislative librarian	.00	0	1.00	43,808	1.00	43,808	
legislative associate	.00	0	2.00	82,201	2.00	82,201	
legislative assistant	.00	0	6.00	202,383	6.00	202,383	
legislative aide	.00	0	2.00	52,723	2.00	52,723	
TOTAL b75a0107*	140.00	7,958,809	140.00	8,360,068	140.00	8,360,068	
TOTAL b75a01 **	730.00	32,136,238	730.00	34,029,819	730.00	34,634,349	

